

Staffing Guide

Position Description:			Hotel Comptroller		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> Hours of Operation _____ Occupancy Rate _____ Seasonal/Peak Workload _____ 	<ul style="list-style-type: none"> Staff Supervised _____ Facility Layout _____ Facility Size X_____ 	<ul style="list-style-type: none"> Facility Age _____ Hotel Manager Fund _____ Custodian ____x_____ 		
Workload/Staffing Comments: Works directly for the Hotel Manager. May be scheduled for Manager on Duty shifts.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	Not Authorized	* 1 (NF-4) 600+ rooms	1 (NF-4)
Alternate Staffing Standard (If Required)	None	None	None	None	None
Explanation of Alternative Staffing Standard:					
Staffing Standard Footnotes:					
Decision to establish this position is based on the amount of IMWRF Financial Management support received.					